



**STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY**

**Facility Ownership and Name Changes for Holders of
Permits to Construct and Tier II Operating Permits**

Facility ownership changes which are not automatic permit transfers¹ must be transferred to a new owner or operator by a permit revision. Likewise, facility name changes (name changes which do not include an ownership change) must also be made by a permit revision. A permit revision is an administrative change to a permit which does not result in an emissions increase.

In order to transfer the ownership of a facility or change the name of a facility by a permit revision, the following information must be submitted:

- A cover letter requesting to transfer the ownership of the permit from the current owner or operator to the new owner or operator. Include the permit number and the date the permit was issued, and the facility identification number. All of this information is located on the cover page of the permit. If the change is a simple facility name change, request to change the name of the facility from "X" to "Y." Also, state that the facility will remain under the same owner or operator (provide name of owner or operator).
- Whether a transfer of ownership or facility name change, complete Form GI (click on link below). A "wet ink" certification signature by the facility's Responsible Official is required to be submitted: <http://www.deq.idaho.gov/media/575884-form-gi.pdf>
- It is incumbent upon the owner or operator of a facility to know the rules and regulations that apply to the facility and to ensure that the facility is in compliance with those rules and regulations. Many older permits do not include all of the rules and regulations that apply, or the permits contain older versions of the rules and regulation which must be updated. Therefore, as part of the ownership transfer or facility name change, you must conduct a thorough regulatory review to ensure that the permit contains all of the rules and regulations that apply to the facility. To accomplish this task, complete Form FRA for each federal regulation which applies to the facility. It's imperative that this step is done so you know exactly what your compliance obligations are for each applicable regulation. Below is a link to Form FRA with examples to help you through this task: <http://www.deq.idaho.gov/media/1118130/form-fra.docx>
- If the permit required a Performance Test, provide documentation that the Performance Test was conducted. Documentation may include, but is not limited to, a Performance Test Report Review letter issued by DEQ for the required test, or a copy of the results page from the Performance Test Report provided by the performance testing company that conducted the performance test. This documentation must include the name of the facility, the permit number, the date the permit was issued, and the date the performance test was conducted to fulfill the performance testing requirement of the permit.
- If the permit requires that the permittee develop an Operations and Maintenance (O&M) Manual within a specified amount of time after the original permit was issued, provide evidence that the O&M manual was developed as required. Some O&M manual requirements require submittal of

¹ Refer to IDAPA 58..01.01.209.06.b and 404.05.b



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the O&M manual to DEQ for review and/or approval. Dated correspondence from the facility to DEQ is an example of evidence or documentation which would be required.

- Permit fees do not apply when the only change to the permit is an ownership transfer or facility name change request.
- Permit fees apply to ownership transfers and facility name change requests whenever DEQ has to open the permit to include or update a rule or regulation, review an emissions inventory, revise a performance testing requirement, or change any other term or condition of the permit. Permit fees are as follows:
 - Permit to Construct Application Fee - The PTC application fee is \$1,000 and must be submitted with the permit application. DEQ cannot begin processing the permit application without this fee being paid. There is not an application fee for a Tier II operating permit.
 - PTC or Tier II Operating Permit Processing Fee – The PTC or Tier II operating permit processing fees will be assessed by DEQ as the permit is developed. DEQ will notify you of the amount of the processing fee.
 - **Please call the Permit Hotline at 1-877-5Permit (1-877-573-7648) with any questions.**

Submit your ownership transfer or facility name change request and applicable permit fees to the following address:

Air Quality Program Office – Application Processing
Department of Environmental Quality
1410 N. Hilton
Boise, ID 83706-1255